

FINGERPRINT INFORMATION

RE 237B (Rev. 4/05)

Fingerprint Requirement

One set of classifiable electronic fingerprints is required from every real estate license applicant unless the applicant is currently licensed, held a California real estate license which expired during the past two years, or fingerprints were submitted during the exam process. The fingerprint process is completed by a live scan service provider on a Live Scan Request (RE 237) as noted below. You may obtain an RE 237 on the Department's Web site at **www.dre.ca.gov** or by contacting DRE's Licensing Section at 916-227-0931 or any DRE District Office.

Applicants have the option of getting their fingerprints taken either after passing their examination or after they have submitted their examination application. However, fingerprint processing fees are not refunded if an applicant fails to pass the examination.

Out of state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card will be provided to all out of state applicants with the original license application. It should be taken to a local law enforcement agency for completion and submitted directly to DRE with the completed license application, license application fee, and \$56.00 fingerprint processing fee. (Both fees can be combined.) Applicants who wish to get their fingerprints taken out of state after submitting their examination application, but before passing their examination, may request a blank fingerprint card by contacting the Licensing Section at 916-227-0931.

Fingerprint Services *(Contact the facility for fees & hours.)*

Many California law enforcement agencies provide electronic fingerprint services. You may obtain a complete list by checking the Web site of the California Department of Justice at **<http://caag.state.ca.us/fingerprints/publications/contact.htm>** or by calling the Sacramento Office of the Department of Real Estate at 916-227-0931. Please note that the hours of operation for each provider may vary and an appointment may be required.

Identix Fingerprint Centers also provide live scan fingerprint services at over 49 locations throughout California. You may call 1-800-315-4507, Monday–Friday, 8:00 A.M. to 5:00 P.M., to schedule an appointment. More information is available at **www.identix.com/iis/cdoj.html**.

You should be prepared to present a state or federal photo identification at the fingerprint site (i.e., driver's license, ID card issued by the Department of Motor Vehicles, etc.).

Submission of Fingerprint Form

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your original license application. If you choose to get your fingerprints taken before passing your examination, submit a completed copy of RE 237 to the Department of Real Estate, P.O. Box 187002, Sacramento, CA 95818, Attn: Fingerprint Desk.

Fees

Processing fee — A fee will be collected by the live scan provider for the processing of your fingerprints by the Department of Justice and Federal Bureau of Investigation.

Service fee — A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

Contact the live scan site to determine the acceptable type of payment and the processing and service fee amounts.